



## SAP ARIBA SLP SUPPLIER GUIDE

V1.1 – June 2019

## Index

1. Scope .....	3
2. Supplier Registration .....	4
3. Qualification Phase .....	7

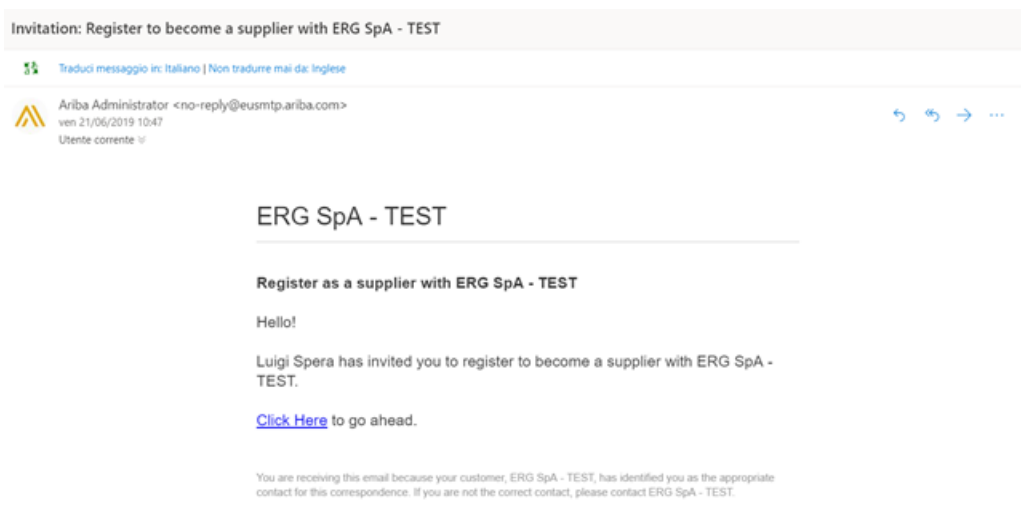
## 1. Scope

Document aim is to illustrate to ERG suppliers, the correct use of the SAP ARIBA platform.

Please note that the images and data here attached are for illustrative purposes and may therefore contain untruthful values.

## 2. Supplier Registration

You can proceed with the registration of your company, once you have received the registration email (an example is shown below):



As per instructions, click on "Click here" to register as an ERG SPA supplier.

At this point it's necessary to "Register" or "login" with the credentials already in your charge to the ariba network and complete the registration questionnaire.

If you already have ariba network credentials select "Login", otherwise "Register" and fill-in all the information requested in the form.

Once you access to the system, the registration questionnaire can be opened directly or clicking on the link shown in the image below.

Registration Questionnaires			
Title	ID	End Time ↓	Status
▼ Status: Completed (1)			
<a href="#">Supplier registration questionnaire</a>	Doc250658612	21/6/2019 11:15	Pending Approval

Once you have completed the registration questionnaire you must SUBMIT it to ERG, using the "Submit" button.

Tutto il contenuto

Nome ↑	
▼ 1 Introduzione	
1.1 Le lingue ufficiali di ERG sono italiano e inglese. ERG suggerisce di impostare una di queste lingue come default sul vostro browser, come descritto nel manuale allegato.	
1.2 Accettazione del nostro Codice etico <a href="https://www.erg.eu/it/corporate-governance/etica-d-impresa/codice-etico">https://www.erg.eu/it/corporate-governance/etica-d-impresa/codice-etico</a>	* SI ▼
1.3 Accettazione del Mod. 231/01. <a href="https://www.erg.eu/it/corporate-governance/etica-d-impresa/modelli-di-organizzazione-e-gestione-d.lgs-231">https://www.erg.eu/it/corporate-governance/etica-d-impresa/modelli-di-organizzazione-e-gestione-d.lgs-231</a>	* SI ▼
1.4 Accettazione Policy anticorruzione. <a href="https://www.erg.eu/it/corporate-governance/etica-d-impresa/policy-anticorruzione">https://www.erg.eu/it/corporate-governance/etica-d-impresa/policy-anticorruzione</a>	* SI ▼

(\*) indica un campo richiesto

You will receive 2 emails:

- First one, as wellcome to the platform;



Traduci messaggio in: Italiano | Non tradurre mai da: Inglese



Ariba Commerce Cloud <ordersender-prod@ansmtp.ariba.com>

ven 21/06/2019 10:52

Utente corrente ▼

SAP Ariba

## Welcome to the Ariba Commerce Cloud

Your registration process on the Ariba Commerce Cloud for luca luca srl is now complete.

Your organization's account ID: **AN01452565986-T**

Your username: **test-vincenzobarone-2106.1@live.it**

As the account administrator for this account, make sure to keep your username and password in a secure place. Do not share this information.

If you registered after receiving an invitation from an Ariba On Demand Sourcing buyer, you can now access and participate in the buyer's sourcing events. The Seller Collaboration Console provides a centralized location for you to manage all your Ariba On Demand Sourcing events and buyer relationships.

Ariba On Demand Sourcing buyers might request that you complete additional profile information as part of their Supplier Profile Questionnaire. When you access customer requested fields for a specific buyer, you will see a pop-up page with that buyer's name; that page contains the buyer's customer requested fields.

You can immediately perform administrative and configuration tasks such as creating users and completing your company profile. If account administration is not part of your job responsibility, you can transfer the administrator role at any time to another person in your organization whose responsibilities are more in line with account administration.

## Good to Know:

Your Ariba Commerce Cloud account provides a central access point to the seller-facing capabilities of the following Ariba solutions:

- The second confirmation of correct sending of the registration.

Confirmation: Registration submitted for approval



Traduci messaggio in: Italiano | Non tradurre mai da: Inglese



Ariba Administrator <no-reply@eusmtp.ariba.com>  
ven 21/06/2019 11:15  
Utente corrente



## ERG SpA - TEST

Hello luca rossolo,

ERG SpA - TEST has received your registration information and will review it for approval.

To check your registration status, log in to the ERG SpA - TEST supplier portal.

[Click Here](#)

Sincerely,  
ERG SpA - TEST

By clicking on "Click here" you can access the suppliers area by entering the credentials entered during registration.

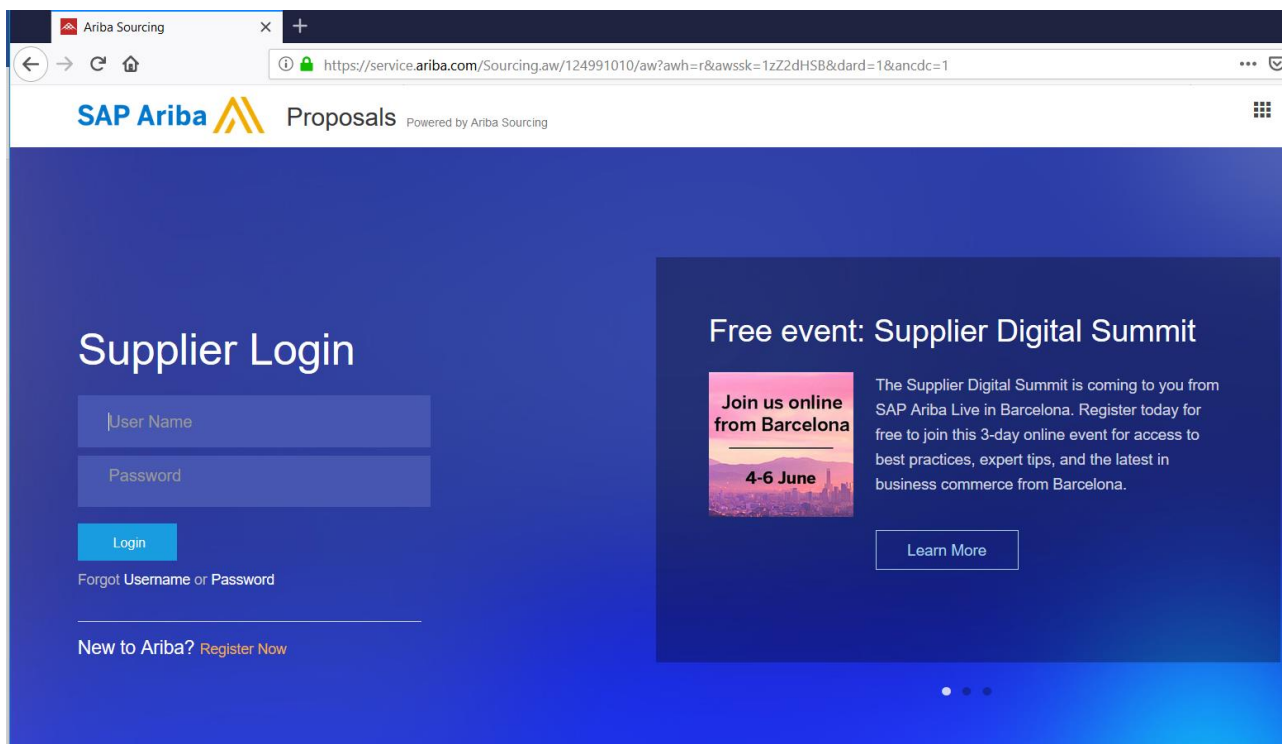
At this point the ERG user verifies the data entered during registration by the supplier and can:

- Approve the request (the system generates an email that confirms the approval of the request);
- Reject the request (the system generates an email that inform you about the closure with a negative result);
- Request additional information (in this case, you have to to the questionnaire thatn will then be sent to ERG for validation).

When the registration request is approved, ERG user can start the qualification process about the product category (s) of interest, by sending the qualification questionnaires to be filled in.

## 3. Supplier Qualification

Access the ariba platform using the credentials already provided.



Fill in “qualification questionnaires”, in the area “qualification questionnaires”

### Qualification Questionnaires

Title	ID	End Time ↓	Commodity	Regions	Status
▼ Status: Open (1)					
<a href="#">Supplier qualification questionnaire</a>	Doc250662369	20/8/2019 11:26	Accessori, componentistic..., Accessori, componentistic...	<a href="#">View more</a>	All All Qualification Started

The following screen will appear containing the qualification questionnaire to fill in.

To be able to send the questionnaire to ERG, will be necessary to fill in all the mandatory fields. You can still stop filling out the questionnaire without losing the data entered up to the time of interruption by clicking on "Save".

Once the data has been entered and verified, the questionnaire can be sent to ERG via the "Submit entire response" button.

Doc250662369 - Supplier qualification questionnaire

Time remaining  
59 days 23:58:37

All Content

Name ↑	
▼ 1 Consultant	
1.1 Please insert attached module <a href="#">References</a>	<a href="#">*Attach a file</a>
(*) indicates a required field	

Submit Entire Response

Save

Compose Message

Excel Import

Once the questionnaire has been sent, the ERG user starts the qualification approval process. At each stage of the qualification approval process the request can be:

- Rejected → The request has a negative result and you are not qualified.
- Approved → The qualification has a positive result for one or more product categories.
- Additional information requested → It's necessary to make changes to the questionnaires filled in previously, according to the indications received from ERG via email.